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MEMORANDUM FOR THE RECORD

SUBJECT: Career Training (CT) Program Task Force
Meeting - 2 February 1979 []

1. The initial meeting of the CT Program Task Force was held on Friday, 2 February 1979, in the Director of Training's (DTR) Conference Room. The meeting was chaired by Harry Fitzwater, DTR, and attended by []

[] Future meetings will be held every Thursday at 0900. Each week the Directorate of Operations (DO) will be represented by either [] or [] [] will reserve parking spaces for those driving to C of C Building each week. []

2. Mr. Fitzwater stressed that the Deputy Director for Administration (DDA) is fully aware that one of his priorities is the CT Program. Meeting the quotas for our CT Classes is a concern for all of us. By working together, we may solve this Agency problem. []

3. Every Friday at 0820, the DTR reports to the Directors of Security, Medical Services, Personnel, and to the DDA on our progress, problems, help needed, and what more we can do. The purpose of the initial task force meeting was to decide how we are going to report each week and what kind of statistics are needed. []

4. [] reaffirmed the situation with respect to junior officers in the Directorate of Operations. Scarcely a day passes that junior officers are not needed in some area. For example, [] of its junior officers at Headquarters to the field. Their problem is representative of an obvious and growing need for junior officers. Whether or not the DO needs 60 a class is open to debate. Mr. Fitzwater said that is something the DO will have to address. []

WARNING NOTICE--
INTELLIGENCE SOURCES
AND METHODS INVOLVED

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X1 10. ☐ added a footnote regarding the funding of DO travel to assist the recruiters. If the travel is for screening, the travel costs will be borne by the Career Management Staff. On the other hand, if the travel is to assist in the actual selection, the area desks will pay travel costs. ☐

X1 11. The Office of Training has compiled a list of individuals willing and able to help in the recruitment effort. The possibility of a one-day crash training course for them was discussed. In the meantime, ☐ was charged with working with the Recruitment Division to put together some recruiting guidelines. ☐

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X1 12. The DCI has a letter in the current edition of the CIRA Newsletter asking the retirees to submit recommendations for potential candidates. Also, this month OP will send letters to approximately 3,000 CIARDS retirees ☐ asking for recommendations for CT candidates. ☐

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X1 13. Mr. Fitzwater asked what the cut-off date is for processing people for the 16 July 1979 CT Class. ☐ said 1 May is the cut-off date for Security; however, if an individual has had a pre-polygraph, the cut-off time is 15 May. ☐

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X1 14. Based on previous class statistics, we must see 1,100 resumes, interview 691 prospects, and put 180 into process in order to meet a class quota of 60. Counted toward the estimated 691 full files needed (PHS, interview report, etc.), OP had 81 in November, 129 in December, and 107 in January. At that rate, with a 1 May cut-off date, we will not meet the class quota of 60. ☐

X1 15. Similarly, ☐ added that OMS interviews about 200 doctors and puts 5 into process in order to hire one individual. ☐

X1 16. Personnel is working with Security on the development of a new PHS form, which should be ready in the next two weeks. The new form will contain a more detailed section on drug use. Also, ☐ would like to have the recruiters inform applicants what the Agency drug policy is and advise them if they do not feel they can comply with this policy, they should not proceed with their application. ☐

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17. OP's reporting will leave off with "files received." At that point, the CT Staff will report on the files reviewed, whether the decision was made to reject or interview at Headquarters or in the field, and arrangements for testing and processing. ☐

18. ☐ briefed on OMS's medical processing procedures. If, for instance, an applicant notes "bad back" on his application, OMS calls the individual and requests the necessary supportive information. A tickler system is maintained and few problems are encountered with clinical clearances. ☐

19. Psychological clearances, on the other hand, present more of a problem. A step in the right direction was the recent agreement to do the first part of the PAT Bs in the field at regional testing centers (at last count, there are 95 centers). Also, the special mail box arranged for receiving the tests has avoided handling delays. When the PAT Bs are received, they are run through a scoring machine, and the raw scores are fed into a computer to be comparatively scaled. ☐ agreed to brief at the next meeting on this process. It was agreed that we need to know each week how many PAT Bs are in the queue to be scored, and what the earliest date is of PAT Bs we are waiting for, and whether the bottleneck is in the scoring machine or the computer. ☐

20. Another problem to be addressed is the fact that Psychological Services Staff (PSS) is not fully staffed. There were four psychologists when the quota was 30 CTs a year; now the quota has increased drastically and there is one less psychologist. Additionally, there are 26 weeks left before the cut-off processing date for the July Class, and the psychologists will be participating in the Program on Creative Management for four weeks during that period. With increased Agency emphasis being put on management training, that requirement will remain valid. ☐

21. It was agreed that to some extent the "feast or famine" situation in PSS cannot be avoided. There are certain times, such as semester breaks, when many applicants are available to come to Headquarters for processing.

☐ said PSS can process 10 CTs a week; however, it was agreed that something would have to be done in order to increase that number; otherwise, the class quota will not be met. An additional reporting item for OMS at the weekly meetings is the number of PSS psychological assessment write-ups in the queue. ☐

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6X1 22. ☐ agreed to report polygraph statistics in
the form of total number of cases received, total number
scheduled for the field, and total closed. The total closed
will include the number approved, disapproved, and cancelled.
6X1 ☐ reiterated that Security will pursue better utiliza-
tion of the pre-polygraph. He mentioned that climatic condi-
tions this time of year often delay field investigations. The
revised PHS forms were discussed. The new forms should improve
processing time, providing applicants are truthful in their
6X1 answers ☐

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Executive Secretary